

2006 - RECORDS MANAGER
(Commission Approval Pending)

NATURE OF WORK

This is highly responsible, technical, and supervisory work in the storage, maintenance, and retrieval of City records, files, archives, photographs, deeds, plans, and maps utilizing computerized systems. Responsible for developing and implementing records management procedures. Additional responsibilities include maintaining control over computerized equipment utilized in the preparation of various activity reports.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Develops, designs, and implements record management procedures and systems. Examples included standardized filing, document protection, record retrieval, reports, and other information contained on paper, microfilm, computer programs, audio or videotape, or other media.

Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of records according to State guidelines and legal requirements.

Develops, evaluates, and revises operating procedures and training materials.

Prepares related reports.

Represents the City Clerk's Office at various legal proceedings regarding public records requests.

Acts as Office Records Custodian (with the exception of the Police Department).

Prepares annual budget.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of applicable federal, state, and local laws, ordinances, and regulations, with specific knowledge of Florida Statute 119

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Must be able to demonstrate experience in utilizing computer and related software and assorted peripherals.

Considerable knowledge of legal terminology and of the legal requirements involved in the creation, maintenance, and disposal of City records.

Knowledge of effective organizational principles, procedures, and practices.

Knowledge of supervisory principles and practices.

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Ability to analyze, evaluate, and resolve problems effectively.

Ability to prepare meaningful and informative special and regular reports.

Ability to communicate effectively, both verbally and in writing.

Ability to make prompt decisions in accordance with departmental rules and regulations.

Ability to establish and maintain effective working relationships with other employees, officials, other agencies, and the public.

MINIMUM REQUIREMENTS

Three (3) years experience in computerized and manual record keeping. Experience must include development of records management procedures for compliance with governmental reporting requirements. Ability to communicate effectively, both verbally and in writing.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, equipment typically located in an office environment. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by an administrative superior; work is performed with little direct supervision and with considerable latitude for use of independent judgment. Work is reviewed for conformity with established administrative and departmental policies and standards.

SUPERVISION EXERCISED

Supervises the work activities of subordinate technical, paraprofessional, and clerical personnel.

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